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Financial Administration and Program Series

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NOTE

This standard has been converted from the original paper format to electronic format without substantive change in series coverage or grading criteria. The standard was reviewed to correct errors that may have been introduced during the conversion process. In some standards minor corrections were made such as updating references to other documents that may have become obsolete, or correcting minor typographical errors in the original standard. Any errors that remain due to conversion to electronic format should be minor and are not intended to change the meaning of the original standard.

If you find page references near the right hand margin of this standard they indicate the pagination of the official, printed version of this standard. For example, a notation "Page 2, 4/88, TS-87" would mean that (1) page two of the printed version begins here, (2) the date of issuance was 4/88, and (3) the Transmittal Sheet number was TS-87.

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SERIES DEFINITION

This series includes positions the duties of which are to perform, supervise, or manage nonprofessional, two-grade interval work properly classified to the Accounting and Budget Group, GS-500, when no other series is appropriate.

This series definition supersedes the previous definition of the General Accounting Clerical and Administrative Series, GS-501, dated June 1967, and the Budget and Accounting Series, GS-504.

The revised definition for the Financial Administration and Program Series, GS-501, covers only the administrative (i.e., nonprofessional, two-grade interval) work of the previous GS-501 series definition. The clerical and other one-grade interval work is covered in the new Financial Clerical and Assistance Series, GS-503. The Budget and Accounting Series, GS-504, is abolished.

COVERAGE

The purpose of this series is to cover two-grade interval work of a fiscal, financial management, accounting, or budgetary nature which is not classifiable to another more specific series. Coverage includes those positions formerly classified to the Budget and Accounting Series, GS-504, which are not classifiable to the Accounting Series, GS-510, or the Budget Analysis Series, GS-560.

The essential criteria for classifying positions in this series are:

1. The primary work of the position is of an administrative two grade nature;
2. The primary work involves control, management, acquisition, disposition, expenditure, or use of appropriated or nonappropriated funds; and
3. The primary work of the position is not classifiable in any other series.

Positions classified in the Financial Administration and Program Series, GS-501, involve specialized work for which no other series is appropriate. Some positions involve specialized work for which no other series is appropriate. Some positions involve managerial or administrative work in connection with accounting systems; others includes analytical, forecasting, and interpretive functions associated with the management and control of resources or funds; others involve the tracking and control of funds for special programs or involve analytical or program work pertaining to payroll, cash control, or benefit systems or

involve mixtures of work that cannot be identified with an established series. (See the Series Determination section of this series coverage standard.) The classification standard for the Financial Management Series, GS-505, contains additional information on the nature of financial administration.

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EXCLUSIONS

1. Positions for which a specific series covering the primary work exists. Such positions should be classified in the appropriate specific series; e.g., the Financial Management Series, GS-505, the Budget Analysis Series, GS-560.
2. Positions which include work covered by one or more professional series (e.g., the Accounting Series, GS-510, Economist Series, GS-110, Actuary Series, GS-1510) and requiring employees with professional qualifications should be classified in the appropriate professional series.
3. Positions that primarily involve (one-grade interval) clerk, assistant, or technician work should be classified in a series appropriate for the work.

NATURE OF THE WORK

Work that is classified in a two-grade interval pattern up through GS-11 (i.e., GS-5, 7, 9, and 11) which has not been designated as professional in a series definition is generally referred to as administrative. Administrative work (and here the term administrative is used broadly to refer to positions on both the program or mission and the administrative or management services side of an organization) requires knowledge of the principles, concepts, policies, and objectives applicable to a program or administrative area. Although administrative and program work may not require education in specialized fields, it does involve skills (e.g., analytical, research, writing, and judgment) typically demonstrated by substantial, responsible experience.

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The duties of trainees performing administrative and program work often overlap or are similar to those of full performance employees doing procedural work. In such cases the purpose of the assignments and the career ladder must be considered in determining the basic nature of the work. Guidance and discussion on distinguishing between one-grade interval and two-grade interval work is available in material developed for distinguishing between professional and nonprofessional accounting positions in the Accounting and Budget Group, GS-500. Additional guidance may be found in several standards that discuss this issue, e.g., the Personnel Clerical and Assistance Series, GS-203, the Management Clerical and Assistance Series, GS-344, and the Medical Technologist Series, GS-644. These discussions

relate to particular kinds of work, but are helpful in understanding the differences between one- and two-grade interval work in other work environments.

SERIES DETERMINATION

Most administrative or program type positions classified to the Accounting and Budget Group, GS-500, can be identified with a specific series which covers the work. When a position involves mixtures of work classifiable in more than one occupational series, the position should be classified in accordance with the principles for classifying mixed series work. In this regard, the Financial Administration and Program Series, GS-501, is considered a "General Series" (covering both work not elsewhere covered and work which is a combination of that covered by two or more series). Wherever practical, however, a dominant series should be selected. In some cases, the grade controlling duties will determine the series; in other cases, such considerations as the basic purpose of the position, line of promotion, and source of recruitment will determine the series. If, after consideration of the foregoing, no particular series dominates or the work does not require the application of professional knowledges and abilities, the position should be classified to the Financial Administration and Program Series, GS-501.

TITLES

No titles are specified for positions classified to this series. Titles should reflect the specialized work as described in the position description. The title, Financial Manager is reserved for positions classified to the Financial Management Series, GS-505. In constructing titles, follow the guidance in the Position Classification Standards -- General Introduction, Background, and Instructions.

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EVALUATION OF POSITIONS

Nonsupervisory positions classified in this series are to be evaluated by reference to a standard for a specific occupational series that involves analogous knowledges and skills, or an appropriate multiseries guide. Standards in the Accounting and Budget Group, GS-500, will usually be appropriate; however, other standards can be used consistent with sound classification judgment.

Positions classified in this series that meet the criteria of the Supervisory Grade-Evaluation Guide for evaluation as supervisors are to be evaluated by Part II of that Guide.